



NOTICE OF MEETING: HIGHWAYS, DRAINAGE & FORMAL SPACES
TIME: 7.30pm
DATE: Tuesday 3rd December 2024
VENUE: Parish Office, Recreation Ground
 Mrs C M O'Brien – Clerk to Histon & Impington Parish Council
 28th November 2024

MEMBERS: 6 + 2 Ex Officio **AGENDA** **QUORUM:** 3

HDF/24/027	Apologies for Absence	
HDF/24/028	To Receive Declarations of Interests To receive declarations of pecuniary interest from Councillors on items on the agenda	
HDF/24/029	Public Participation To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	
HDF/24/030	To Approve minutes of the meeting held 10th September 2024 attached	For Decision
HDF/24/031	Matters Arising	For Information only
031.1	Action List attached	
HDF/24/032	Active Project Updates	For Decision
032.1	Privately Funded Highways Initiative Pedestrian Barriers four contractors approached to quote. To review replies if received	
032.2	Local Highways Initiative Applications 24/25 update from site meeting held 27 th November	
032.3	Station Road TRO Resident Consultation to review response to consultation and approve next steps	
032.4	Transport Plan to approve date of initial meeting to draft invitation for fee proposal	For Decision
HDF/24/033	Other Matters	For Decision
033.1	2025-2026 Budget setting and three-year plan To review and approve draft 3-year plan for submission to Finance, Governance and Legal Committee on the 9th December. Noting Year 1 of 3-year plan will be the allocated budget for year 2025/2026.	
HDF/24/034	Items for Next Agenda	
HDF/24/035	Date of next meeting – Tuesday 4th February 2025	

Minutes of Histon & Impington Highways Drainage and Formal Space
7:30pm, Tuesday 10th September 2024
Parish Office, Recreation Ground, New Road, Impington

Highways Drainage & Formal Spaces Committee Minutes

Membership: 6 + 2 ex-officio

Appendices: 7

Quorum: 3

Agenda No:	Present: Cllrs: Tom McKeown (Chair) Joseph Adam, Geoff Moore (in part), Yvonne Murray, James Leonard, Denis Payne (co-opted in the meeting) Cty Cllr Hathorn, co-opted member Tom Hindley Clerk(s): Chelsea O'Brien Members of Public: none	
HDF/24/017 017.1	APOLOGIES FOR ABSENCE Cllrs: Stonham (personal), Jocelyn (personal)	
HDF/24/018 018.1	TO CO-OPT TO COMMITTEE Tom Hindley – Proposed Cllr McKeown seconded Cllr Leonard all in favour, approved Denis Payne - 1 Councillor vacancy noted, Proposed Cllr McKeown, seconded Cllr Moore all in favour, approved	
HDF/24/019 019.1	MEMBERS DECLARATIONS OF INTERESTS Cllr McKeown – item 024.4 – non pecuniary	
HDF/24/020 020.1	PUBLIC PARTICIPATION County Cllr Hathorn verbally updated on: <ul style="list-style-type: none"> - Anglia Water question and answer session with details of who should be contacted in different scenarios. Notes to be shared and detailed on Parish Council website - Greater Cambridge Transport Plan being developed, input from villages required to ensure they are heard and have input - Village Transport Plan partnership working to develop a plan for Histon and Impington expressed, to include buses within scope. Cty Cllr Hathorn to update members following a meeting with County representatives 11th September - New Local Highways Officer, introductory meeting held 9th September. Parish Offices offered as a space for working and refreshments. LHO awaiting training for new system - Buses – extra capacity (400 spaces) was added to ease peak time capacity “not touched the sides”. Reports also noted on social media of Citi 8 bus also being at capacity at 8am. Cty Cllr Hathorn continues to push for solution noting GCP transport plans and initiatives are heavily reliant on public transport (buses) 	Cty Cllr Hathorn/ Clerk
HDF/24/021 021.1	TO APPROVE minutes of the meetings held 2nd July 2024 Proposed Cllr Murray, seconded Cllr Leonard all in favour and agreed . Chair to sign minutes as a true and accurate record of the meeting	
HDF/24/022 022.1	MATTERS ARISING Provided to all and accepted (Appx 1) additional discussion on: Information Boards work underway, update at next meeting Allotment Working Party meeting held 10 th September, notes of meeting to be shared at a later date Ambrose Way nameplate changes made and sign in place Station Road Consultation agenda item 023.4	
HDF/24/023 023.1	ACTIVE PROJECT UPDATES Privately Funded Highways Initiative Pedestrian Barriers to approve delegation to Chair and Clerk to apply for any funding opportunities in relation to this project. Proposed Cllr Payne, seconded Cllr Moore all in favour approved	

<p>023.2</p> <p>023.3</p> <p>023.4</p>	<p>Local Highways Initiative Applications 24/25 determination of funding has been postponed to October 2024, noted</p> <p>Franklin Gardens copy of letter sent provided to all to note (Appx 2). Members recorded thanks to Cllr McKeown and Cty Cllr Hathorn for leading on this item. HI Hub and Cambridge News have reported on the item. Cllr Leonard noted a similar situation during the development of Orchard Park in which a junction was developed on plans approved many years prior to construction and completion and the need for authorities to learn from these mistakes. Cllr Moore left the meeting</p> <p>Station Road TRO Resident Consultation meeting with Policy & Regulation Engineer in progress to draft letter drop to residents. Clerk to re-send email thread to Cllr McKeown.</p>	<p>Clerk</p>
<p>HDF/24/024</p> <p>024.1</p> <p>024.2</p> <p>024.3</p> <p>024.4</p>	<p>OTHER MATTERS</p> <p>To Approve spend of £156.00 for two batteries for MVAS from supplier. Proposed Cllr Leonard seconded Cllr McKeown all in favour approved. Clerk to place order</p> <p>Double Yellow Lines New Road correspondence received from residents* (for and against) installation of double yellow lines. To approve resident consultation to collect data to determine how to proceed noting if sufficient support expressed installation would be via a privately funded highways initiative at the cost of the Parish Council <i>*Provided to Councillors only, addresses not redacted to ensure Councillors have context of the request.</i> It was noted ELA have confirmed verbally to fund the installation of double yellow lines. Cty Cllr Hathorn noted scoping work is underway for a County Council led project for New Road to include widening of footpaths, scope of this project has not yet been defined but would need to be checked prior to installing double yellow lines to ensure they do not impact the project. Cty Cllr Hathorn agreed to follow up with County Officers. Noting installation of double yellow could only be achieved via a privately funded highways initiative, action for Clerk to check if residents can apply via this scheme or if the Parish Council would need to lead on application. Following confirmation from County Officers, if viable Parish Council to undertake letter drop to gauge opinion on installing double yellow lines on New Road, proposed Cllr McKeown, seconded Cllr Murray all in favour approved. It was noted there are two locations requested for double yellow lines: Wrap around corner of The Dole up to 39A New Road Wrap around McFarlane Close to 35a New Road Cllr Leonard noted there is a Travel Plan for the Cavendish School as part of the planning process, a mechanism for monitoring such plans is required. Cty Cllr Hathorn noted the issue has been raised and is being monitored by County Officers.</p> <p>Mill Lane Give Way Signs to review costs received from County Council and determine action required (<i>project not included in three-year plan, will require a Capital Bid</i>). Costs provided to all (Appx 3) to review noting two options available. It was noted the nameplate has been updated and in situ. Option 1: Install an additional give-way sign on the opposite verge - £4139.19 Option 2: Install advance warning signs with a give way triangle and supplementary plate reading "GIVE WAY 100 yds" - £3260.08 Both options would require a temporary Traffic Regulation Order at an additional cost of £1262 (contractor determines if a road closure is required to complete the works). Cllr McKeown proposed Solution 2 (which was favoured by residents) seconded Cllr Murray, majority in favour approved. Two abstentions noted. Clerk to complete Capital Bid form for presentation at appropriate meeting (Finance Committee or Full Council)</p> <p>Station Road Improvements to discuss project scope, costings and approve delegation of project manager(s) to oversee costing exercise. Transport Initiatives, Camcycle and KMC Transport Planning had all provided approaches (Appx 4) to a transport study for Histon & Impington inspired by the feasibility study option through the LHI process. It was noted this would be funded using the funds allocated for the LHI scheme and that</p>	<p>Cty Cllr Hathorn</p> <p>Clerk</p> <p>Clerk</p>

	<p>would be updated at the next review of the Committee's Three Year Plan (November meeting). The Local Highways Initiative is not a guaranteed route for funding and should not be relied upon. Comparisons to the Neighbourhood Plan were discussed, it was agreed this should be a separate independent document. Additional discussion covered:</p> <ul style="list-style-type: none"> - Scope needs to be tightened for village wide - Need for plan to be dynamic with upcoming developments - 'Sales document' for funding opportunities - Station Road needs to be carefully managed, could be lost in a village wide plan <p>Cllr Murray noted her support for a village wide plan, noting there was no data to support a specific project from the outset.</p> <p>Proposed Cllr McKeown, seconded Cllr Murray to undertake a village wide transport planning consultation 5 in favour, approved</p> <p>Project Managers approved as Cllr McKeown and Mr Hindley. First step is to draft internal judging procedure.</p>	TMK/TH
024.5	<p><u>Cambridgeshire & Peterborough Combined Authority – Bus Franchising Consultation</u> open until 20th November. To approve process for committee response and delegation to submit</p> <p>Consultation Website: https://cpcpa-yourvoice.co.uk/bus-franchising-consultation/</p> <p>Delegation approved to Cllrs Murray and McKeown to draft committee response and submit by 20th November. All in favour.</p>	TMK/YM
024.6	<p><u>Histon & Impington Burial Ground Review of Fees</u> comparison of neighbouring sites provided to all (Appx 5) recommendation of no increase from the Clerk proposed, all in favour to accept recommendation, approved</p>	
024.7	<p><u>Histon & Impington Allotments Review of Fees</u> recommendation from working group to increase of £1 per plot, per annum to keep plot fees level in real terms (24/25 £20 per plot, per annum). All in favour, approved</p>	Clerk
024.8	<p>24/02991/FUL Installation of floodlights to Netball courts and construction of acoustic timber fencing Impington Village College, Sports Centre New Road Impington Cambridgeshire CB24 9LX (greatercambridgeplanning.org)</p> <p>24/03049/FUL Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, acoustic fencing, hardstanding areas, storage container, floodlights, access footpath, associated bund, toilet block and car park. Impington Village College New Road Impington Cambridgeshire CB24 9LX (greatercambridgeplanning.org)</p> <p>To review and approve comments from the Highways Drainage & Formal Spaces Committee for the applications 24/02991/FUL and 24/03049/FUL. Draft comments provided to all (Appx 6). Proposed Cllr Murray, seconded Cllr Leonard all in favour, approved. Comments to be included in the Extra Ordinary Meeting agenda pack 17th September</p>	
024.9	<p><u>To introduce a 40mph speed limit on New Road (also known as Gatehouse Road) from a point 94 metres northeast of its junction with Cambridge Road/Oakington Road in a north easterly direction for 562m (in the Parish of Histon and Impington).</u></p> <p><u>Notice of Intention to install Speed Cushions on Oakington Road, Girton And Oakington Road, Cambridge Road, Oakington and New Road (Gatehouse Road), Oakington</u></p> <ul style="list-style-type: none"> • New Road/Gatehouse Road, Oakington: 1 x pair of speed cushions at a point approximately 66m northeast of its junction with Oakington Road/Cambridge Road. <p>A copy of the public notice and plan provided to all (Appx 7). To approve process for committee response including whether to add request to extend Gatehouse Road 40mph along the full extent of current National Speed Limit and delegation to submit comments by 25th September quoting reference PR1039. Proposed Cllr Adam, seconded Cllr Leonard all in favour Clerk to write to express support for the scheme adding request to</p>	Clerk

	extend Gatehouse Road 40 mph along the full extent of the current National Speed Limit, approved	
HDF/24/025	ITEMS FOR NEXT AGENDA Review of Three Year Plan Approve Committee Budget for Precept Request Agreed to publicise: Item 024.3	
HDF/24/026	DATE OF NEXT MEETING Tuesday 12th November Meeting closed: 9.33pm	

DRAFT

Item ref	Detail	Due	Responsible	Status	Outcome
LAI/23/013.1	Information Boards The Brook and Gunns Lane		Clerk	Full budget for 24/25 to be allocated to The Brook to allow for bespoke framework to match platform. New budget line proposed for Gunns Lane	
HD24/050.3	Ambrose Way nameplate and reconfiguration - order placed with County Council for Give Way signs. Amended nameplate in situ		Clerk	Update requested, to be reported once received	
HDF24/050.4	Station Road TRO Consultation - letter drop taken place, item on December agenda to review feedback		Clerk	Item for December Agenda	
HD24/014.2	MVAS Replacement battery - order placed, delivery expected 27th November		Clerk	Awaiting delivery	
HDF24/024.2	Double Yellow Lines New Road - letter drop to take place following County Council site visit		Clerk/TMK	Awaiting confirmation of site visit, letter drafted ready to send	
HDF24/024.4	Transport Plan - Item on December Agenda to confirm date of initial meeting to draft fee proposal		TMK	Item on December Agenda	
HDF24/024.5	Bus Franchising Consultation - response delegated and submitted by Cllr McKeown and Murray		TMK/YM	Item closed	